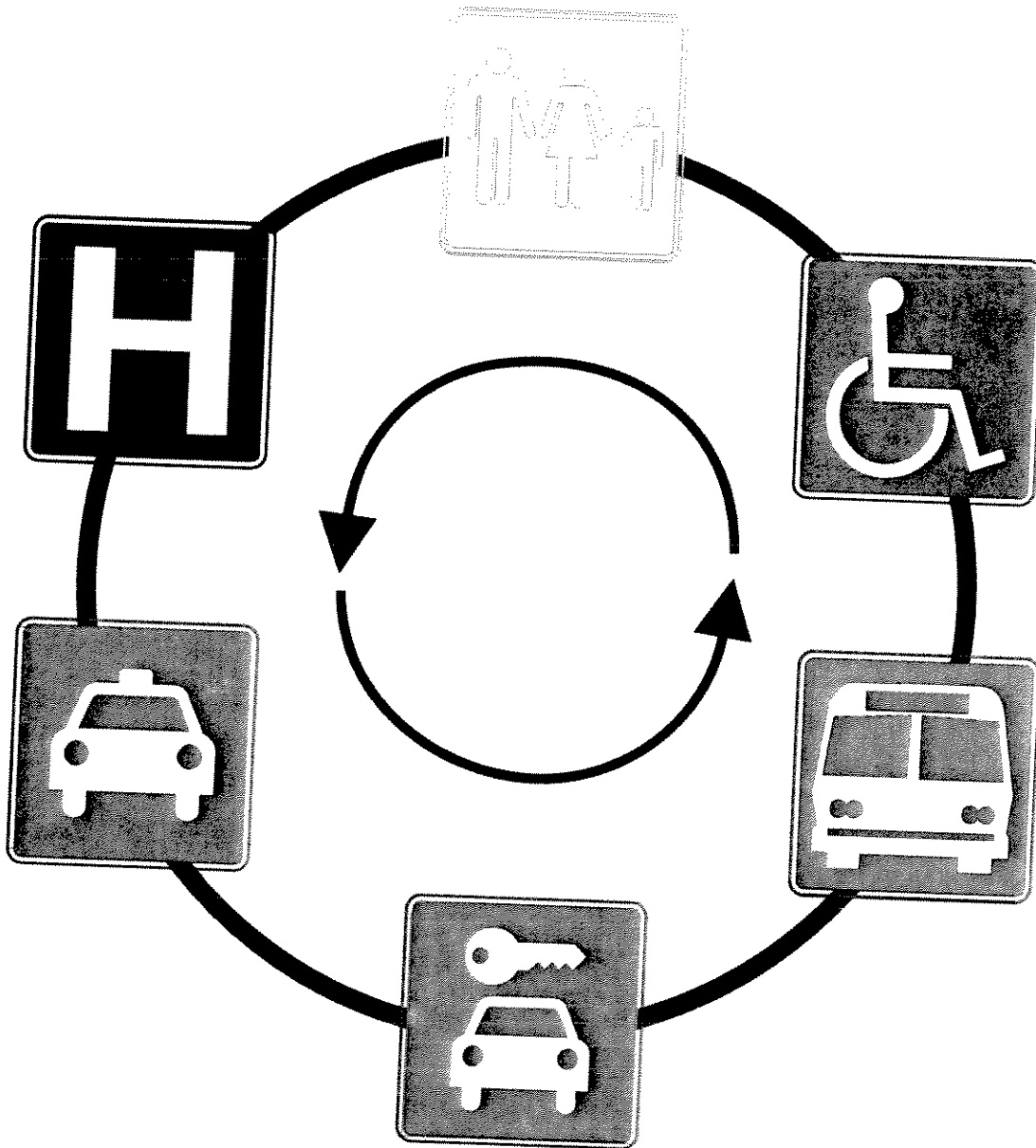


# ***Franklin County***

## ***Coordination Transportation Work Plan***



*Developed in Accordance with United We Ride and SAFETEA-LU*

# ***Franklin County Coordination Transportation Work Plan***

Municipality Name:

**Franklin County**

Lead Agency:

**Franklin County Transportation Department**

**Lead Agency Contact:**

Contact Person:

Robert Bayruns

Agency:

**Franklin County Transportation Department**

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Malone, NY 12953

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518-481-1801

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bbayruns@co.franklin.ny.us

### **Coordination Steering Committee Members:**

Name	Department	Phone	Email
Alice Hyde Medical	Support Services	481-2622	khart@alicehyde.com
St. Regis Mohawk/OFA	OFA	358-2963	cynthiatarbell@srmt-nsn.gov
St. Joseph's Rehab. Ctr.	Barb Catalano	891-3950	catalano@sjrc rehab.org
Tri Lakes CIL	Ind. Living Ctr.	891-5295	Lauren@tlcil.org
Paul Smith's College	Human Resource	327-6237	ssweeney@paulsmiths.edu
Franklin County DSS	Services	481-1876	Lesley.lyon@dfa.state.ny.us
One Work Source	Employment Support	481-5755	lhartz@nny mail.com
Assoc. Senior Citizens	Services / Transit Operator	481-1525	sbrady@co.franklin.ny.us

### **Coordination Steering Sub-Committee Members:**

Name	Department	Phone	Email
Franklin Co. OFA	OFA	481-1535	isaumier@co.franklin.ny.us
Mental Health	Community Services	891-2280	susandelehanty@citizenadvocates.net
Franklin Co. Highway	Maintenance	481-4950	ismith@co.franklin.ny.us
Tupper Lake School	Bus. Dept/Gary Lanthier	359-3322	garyrr@tlscd.net
Saranac Lake Adult Ctr.	Services	891-2980	Slac000@adelphia.net
Wal-Mart	Retail/Employer	483-5968	msgdevine@yahoo.com
Career Visions	Employment Agency/PWD	483-3553	margaretfountain@citizenadvocates.n
Franklin Co. Nursing Home	Nursing Home	483-3300	mpalmer@co.franklin.ny.us
BOCES	Special Ed. Services	483-5230	icampbel@mail.fehb.org

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## *Executive Summary*

SAFETEA-LU requires the establishment of a "locally developed, coordinated public transit-human services transportation plan" for all FTA programs for underserved populations: the Elderly Individuals and Individuals with Disabilities program (Section 5310); the Job Access and Reverse Commute program (Section 5316); and the New Freedom program (section 5317).

### *Purpose:*

The provisions aim to improve transportation services for persons with disabilities, older Americans, and individuals with lower incomes. The provisions ensure that communities coordinate transportation resources provided through multiple Federal programs. A coordinated plan for human services transportation enhances transportation access, minimizes duplication of Federal services, and encourages the most cost-effective transportation possible. This is not an all or nothing process however; many levels of coordination are possible. Sharing rides, vehicles, and funding are the first that come to mind. However, other needs exist that could lend itself to coordination as well such as, sharing maintenance, training, listing services, information technology, intelligent transportation systems, etc.

### Policy statements developed as a result of the executive order:

- 1) *"Vehicle Resource Sharing Policy Statement"* (SEE "ATTACHMENT I")

## **Part I, Introduction**

What is a “Locally Developed, Coordinated Public Transit-Human Services Transportation Plan?”

It is a plan that identifies the transportation needs of individuals with disabilities, older adults, and people with low incomes, provides strategies for meeting those local needs, and prioritizes transportation services for funding and implementation.

### **The Programs**

#### **Elderly Individuals and Individuals with Disabilities Program (Section 5310):**

FTA formula program for public transportation capital projects planned, designed, and carried out to meet the special needs of elderly individuals and individuals with disabilities. (49 U.S.C. 5310)

#### **Jobs Access Reverse Commute (5316):**

FTA formula program for projects relating to the development and maintenance of transportation services designed to transport welfare recipients and eligible low-income individuals to and from jobs and activities related to their employment. Additionally, to a public transportation project designed to transport residents of urbanized areas and non-urbanized areas to suburban employment opportunities.

#### **New Freedom Program (Section 5317):**

FTA formula grant program for new public transportation services and public transportation alternatives beyond those required by the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) that assist individuals with disabilities with transportation, including transportation to and from jobs and employment support services. (49 U.S.C. 5317)

## **Public Transit-Human Services Coordinated Transportation Plan for Franklin County**

### **Introduction**

Franklin County Transportation Department (FCTD), as the designated lead agency will be establishing transportation coordination policies and programs for Franklin County. The FCTD will be responsible for transportation planning & development of a multi-modal integrated coordinated transportation system that best fits Franklin County. The goal will be to develop a long-range coordinated transportation plan (LRCP), as well as a short-range plan to address immediate funding concerns.

Franklin County's coordinated plan will be a collaborative effort involving the county, and member agencies representing public, private & human service from the various townships within the county as well as the New York State Department of Transportation (NYSDOT). The county will receive ongoing input on development of the LRCP, and transportation issues from its steering committee identified earlier in this plan. Franklin County has worked in collaboration with the public, private, & human service agencies to respond to SAFETEA-LU requirements, which were adopted into law in August 2005.

The purpose of this plan is to help improve transportation services for persons with disabilities, older adults, and individuals with lower incomes in the Franklin County area. The plan will provide a framework for the development of projects that will address the transportation needs of the target population, by ensuring the county and its human service agencies coordinate the resources offered through various Federal Transit Administration (FTA) programs.

The end result of this plan will be to offer to our community a mobility program that affords a range of mobility options to the public and private sectors, while ensuring efficient and effective use of community resources. This structure will become a part of this area's ongoing Mobility Program, which will include among others all federally funded transportation projects involving Job Access and Reverse Commute (JARC, Section 5316), New Freedom (Section 5317) funding, Elderly and Individuals with Disabilities (Section 5310) funding into a cohesive structure. Also part of the outreach efforts by the county will be to identify other initiatives throughout the community that are focused on coordinating transportation resources such as: collaborative planning, shared maintenance opportunities, group fuel purchasing, etc. The ultimate goal is to utilize transportation resources in a more efficient manner, which will result in enhanced access for clients, minimized duplication of service, and more cost-effective service. The coordination process includes the identification of gaps in transportation service, based on a demographic and demand assessment profile, and to fill those gaps with appropriate transportation projects/services. The plan will include a mechanism for ongoing continuing control over the mobility program to assure compliance is maintained and funding continues to be attainable. The idea is to gradually build a coordinated, cohesive mobility system that can be used by all who wish access. The plan is intended to be flexible with an "OPEN DOOR" policy allowing agencies the comfort and convenience to join at any time. This plan is subject to change as federal guidelines become clearer, and as local entities needs change.

### **Narrative:**

Public transportation service in Franklin County has evolved over the past decade in response to the needs of the community and the availability of funding. Service was first offered in 1997 by the Franklin County Office for the Aging. The original system was a small, three-bus demand response service, primarily designed for use by senior citizens. During the first few years of operation, total one way trips averaged between 10-12,000 trips annually.

In 2001, with the support of federal and state transportation funds, the county hired a Mobility Manager (MM) to work with local county departments (*Social Services, One Work Source Center, Probation, Mental Health and Office for the Aging*) and human service agencies (*that provide services for the disabled and low income working families*) and employers to develop a new transportation route that would meet the employment needs within our rural communities.

In 2002, a fourth bus was added and route service was expanded in the southern area to include the “Tri Lakes Route”, traveling from Tupper Lake through Saranac Lake (*both in Franklin County*) to Lake Placid (*in Essex County*), three times a day, and seven days a week. The purpose of that route was “to help provide low-income working families with affordable, reliable transportation for work-related purposes”. The service was funded by grants from Department of Transportation (*JARC, STOA, 5311 Funds*) and the Department of Labor, Community Solutions for Transportation (*CST*) funds. When this route officially started on September 10, 2002, monthly ridership totaled 230 one-way trips and 80 of those trips were employment related. Today in 2007, monthly ridership averages 1,000 trips and approximately 700 (65-70%) of those trips are employment related. Based on 2007 income projection figures, by retaining employment opportunities (*via public transportation accessibility; see attached explanation*) within the southern region, the county is saving a minimum of \$23,000 annually by not having to reimburse cash assistance payments to those families who are now gainfully employed.

In 2003, enhanced route service offering early morning, late evening and weekend service was added in the northern region of the county including predominately the communities of Fort Covington, Saint Regis Falls and Malone. Then in 2005, another route known as the Chateaugay/ Burke service was added. In addition to providing accessible employment transportation, this increased service also provided medical, educational and work training transportation, and also met other miscellaneous transportation needs for seniors, people with disabilities, (*PWD*) and the general public. In November 2003, monthly ridership in the north averaged 560 one-way trips, in 2007; monthly ridership now averages over 2700 trips. The projected cash assistance employment savings within the northern region to Franklin County amounts to approximately \$34,000 annually.

From 2002 to 2003, ridership on Franklin County Public Transportation doubled from 9,500 passenger trips to 19,000, passenger trips and then increased by another 50% in 2004 to 28,000 trips. In 2005 ridership climbed again to a total of 30,970 trips and in 2006, a total of 52,426 trips and then in 2007, a total of 60,016 trips were provided.



*(Part 1 Introduction – Continued)*

The Mobility Manager developed and continues to implement outreach and marketing promotion of new and enhanced route services. Outreach activities include community presentations and distribution of printed information explaining the transportation programs and services at low-income housing meetings, local civic clubs, village and town board meetings, local churches, colleges, human service agencies and employers. Constant analysis of ridership and communication with social service and community based agencies, employers, employees, etc., has helped to meet the transportation needs within our region.

In 2006, Franklin County created its own Department of Transportation to oversee the provision of public transportation services, including a mobility management focus. Today and future plans call for the development of a regional transportation program, coordinated with nearby Clinton, Essex and Saint Lawrence counties. Along with NYSDOT and NYS DOL, Franklin County and other community agencies are now coming forward in providing contracted financial support for this valuable service.

In addition to Franklin County's interests, transportation coordination efforts have also begun on a local level. The MM has facilitated inter agency partnerships between the following: Tri Lakes Independent Living Center, Saranac Lake Adult Center, St. Joseph's Rehabilitation Center, Tupper Lake School District, Board of Cooperative Educational Services, Wal-Mart, Franklin County Departments of Social Service, Office for the Aging, Mental Health, Highway, and One Work Source, NYS Department of Labor, Essex and Clinton County Public Transportation, First Transit Inc., and Association of Senior Citizens (FC Transit System Operator).

## **Part II, Plan Development Overview**

**The steps taken to develop this plan are outlined below:**

- 1) An Initial stake holders meeting was held involving political decision makers, local human service agencies, local public transportation providers, private & non-profit agencies, and state agencies. The lead agency was identified out of this meeting. This agency was determined to have sufficient time and resources to lead this effort.
- 2) Key stakeholders were identified from this initial meeting and formed the "Coordination Steering Committee Members". This steering committee will meet regularly to discuss the coordinated plan development, develop service standards (policy), decision making process, partners, funding, policy, & timelines for implementation.
- 3) Secondary stakeholders were also identified as key contacts among various agencies, localities, businesses, organizations, & advocate groups. This group would not necessarily need to attend all meetings, but would receive monthly minutes, be their agencies contact for plan development, and have the responsibility to maintain a line of communication between the steering committee and their agency heads.
- 4) Partnering Agencies (agencies that agreed to coordinate together) began to form out of meetings through an understanding of the benefits that could be realized in a coordinated effort. Those agencies involved as of the date of this plan are:
- 5) The process to identify and inventory the services and resources currently performing mobility needs within the County began. Among the agencies that the services and resources were to be identified from are:

Public Transportation Agencies, Office for the Aging, Department of Social Services (DSS has an established Transportation Plan, See **"Attachment II"**), Department of Mental Health, Adult Rehabilitation Centers, Work Force Development, Private & not for profit agencies, as well as and others including those with 5310 Program Vehicles.

- 6) Demographic Analysis: County evaluation of 5 major components associated with analysis of mobility needs within a service area. They consist of Overall Population Density, Senior Population, Low Income Population, Major Employers, Medical Facilities, and other major destinations. SEE **"PART VI"**.
- 7) Inventory involved: Number of vehicles, ADA accessibility, equipment, funding sources, service routes & areas, hours of operation, days of operating, and type of ridership.
- 8) Perform Needs Gap Analysis: Based on results of the inventory process the lead agency would plot in a GIS or other format all data for viewing of coverage area on a time, day, and location format. The results allowed for identifying areas over services, under serviced, and those areas still needing service.
- 9) Based on results of analysis, partnerships formed, and resources agreed on to be shared, an implementation timeline was formed with an approximate GO LIVE date of September 1, 2007.

### **PART III, PARTNERING AGENCIES**

- 1) Lauren LeFebvre, Program Director - [Lauren@tlcil.org](mailto:Lauren@tlcil.org)  
Tri Lakes Center for Independence  
43 Broadway  
Saranac Lake, NY 12983  
518-891-5295  
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- 3) Mary Beth McKee, Manager – [mbm@nnyemail.com](mailto:mbm@nnyemail.com)  
One Work Source  
158 Finney Blvd.  
Malone, NY 12953  
518-481-5755  
518-483-0740 (fax)
- 4) Lesley Lyon, Commissioner – [Lesley.Lyon@dfa.state.ny.us](mailto:Lesley.Lyon@dfa.state.ny.us)  
Department of Social Services  
Franklin County Court House  
355 West Main St.  
Malone, NY 12953  
518-481-1876
- 5) Joe Campbell - [jcampbel@mail.fehb.org](mailto:jcampbel@mail.fehb.org)  
Board of Cooperative Educational Services (BOCES)  
OneWorkSource Center  
158 Finney Blvd.  
Malone, NY 12953  
518-481-5755
- 6) Mr. Patrick Devine, Wal-Mart  
ATTN: Patrick Devine – [msgdevine@yahoo.com](mailto:msgdevine@yahoo.com)  
3222 State Route 11  
Malone, NY 12953  
Phone: 483-5968  
Fax: 483-8531
- 7) Claire Poirier-Keith – [cpoirier@nnyemail.com](mailto:cpoirier@nnyemail.com)  
Catholic Charities  
St. John Bosco Community Center  
57 Rennie Street  
Malone, NY 12953 / 518-483-1460 ext. 25

#### **(Partnering Agencies continued)**

- 8) Joe Riccio, Public Relations Mgr. - [jriccio@amccares.org](mailto:jriccio@amccares.org)  
Adirondack Medical Center  
2233 State Route 86  
Saranac Lake, NY 12983 / 518-897-2341

- 9) Sylvie D. Nelson, Executive Director - [snelson@saranaclake.com](mailto:snelson@saranaclake.com)  
Saranac Lake Chamber of Commerce  
39 Main St.  
Saranac Lake, NY 12983  
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- 10) Robin Gay – [gay@sjrc rehab.org](mailto:gay@sjrc rehab.org)  
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P.O. Box 470  
159 Glenwood Drive  
Saranac Lake, NY 12983  
891-3950 (phone) / 891-3986 (fax)
  
- 11) Minique Executive Director – [director@visitmalone.com](mailto:director@visitmalone.com)  
(Madeline Davis, President)  
Malone Chamber of Commerce  
497 E. Main St.  
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518-483-3760; fax: 518-483-3172
  
- 12) Gordon Crossman – Franklin County Legislator/ [gcrossma@twcnny.rr.com](mailto:gcrossma@twcnny.rr.com)  
Home – 518-483-5634 / Cell – 518-353-1631
  
- 13) Vacant Director – [@co.franklin.ny.us](mailto:@co.franklin.ny.us)  
Office for the Aging  
518-481-1535
  
- 14) Susan Delehanty – [susandelehanty@citizenadvocates.net](mailto:susandelehanty@citizenadvocates.net)  
Franklin County Community Services  
17 Main Street  
Saranac Lake, NY 12983  
518-891-2280 or 518-891-2319– phone / 518-891-2621 - fax
  
- 15) Scott Brady – [sbrady@co.franklin.ny.us](mailto:sbrady@co.franklin.ny.us)  
Association of Senior Citizens  
125 Catherine Street  
Malone, NY 12953  
518-481-1525
  
- 16) Robert Tatro, Franklin County Transit Manager – [bobjtatro@yahoo.com](mailto:bobtatro@yahoo.com)  
Morton Street  
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- (Partnering Agencies continued)**
  
- 17) Ona Rushford - [Ona.Rushford@dfa.state.ny.us](mailto:Ona.Rushford@dfa.state.ny.us)  
Franklin County DSS Dir. Financial Assistance (Medicaid) 481-1805
  
- 18) Jill Susice – [jsusice@paulsmiths.edu](mailto:jsusice@paulsmiths.edu)  
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Paul Smith's College  
P.O. Box 265  
Routes 86 & 30  
Paul Smith's, NY 12970  
518-327-6401 (Phone) / 518-327-6161 (Fax)
  
- 19) Cynthia Platt – [Cynthia.Platt@labor.state.ny.us](mailto:Cynthia.Platt@labor.state.ny.us) or [usacmp@labor.state.ny.us](mailto:usacmp@labor.state.ny.us)  
NYS Department of Labor

Associate Employer Services Rep.  
158 Finney Blvd.  
Malone, NY 12953  
1-877-410-5751 ext. 3026 - phone  
(518) 481-6663 -fax

- 20) Nancy Dougal – [NDougal@co.essex.ny.us](mailto:NDougal@co.essex.ny.us)  
Essex County Transportation Department  
873-3689 – office / 420-4757 – cell
- 21) Mary Palmer – [mpalmer@co.franklin.ny.us](mailto:mpalmer@co.franklin.ny.us)  
Franklin County Nursing Home  
184 Finney Blvd.  
Malone, NY 12953  
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- 22) Margaret Fountain – [margaretfountain@citizenadvocates.net](mailto:margaretfountain@citizenadvocates.net)  
Program Director of Career Visions  
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Malone, NY 12953 Saranac Lake, NY 12983  
Phone: 483-3553 Phone: 891-1653  
Fax: 483-4835 Fax: 891-2742
- 23) Marti Mozdzier – [marti@tupperlakeinfo.com](mailto:marti@tupperlakeinfo.com)  
Director Tupper Lake Chamber of Commerce  
Phone #: 359-3328
- 24) Jeff Reifensnyder – [mindepli@twcnny.rr.com](mailto:mindepli@twcnny.rr.com)  
Massena / Malone Independent Living Center  
156 Center Street, Massena, NY 13662 PH: 315- 764-9442 fax: 315-764-9464
- 25) Kevin Hart - [khart@alicehyde.com](mailto:khart@alicehyde.com)  
Support Services / Alice Hyde Medical Center  
133 Park St. Malone, NY 12953

#### **Part IV, Demographic Analysis**

The associated maps contained within the following pages represent the current population disbursements of the following five categories based on the 2000 Census:

## **1) Population**

➤ *Countywide Population.*

## 2) Population Density

- *Saturation of Entire population within block area.*

## 3) Senior Population

- *Saturation of Senior population within service area.*

## 4) Low Income Population

- *Saturation of Low Income population within service area.*

## 5) Major Employers

- *Location of Major Employers within service area.*

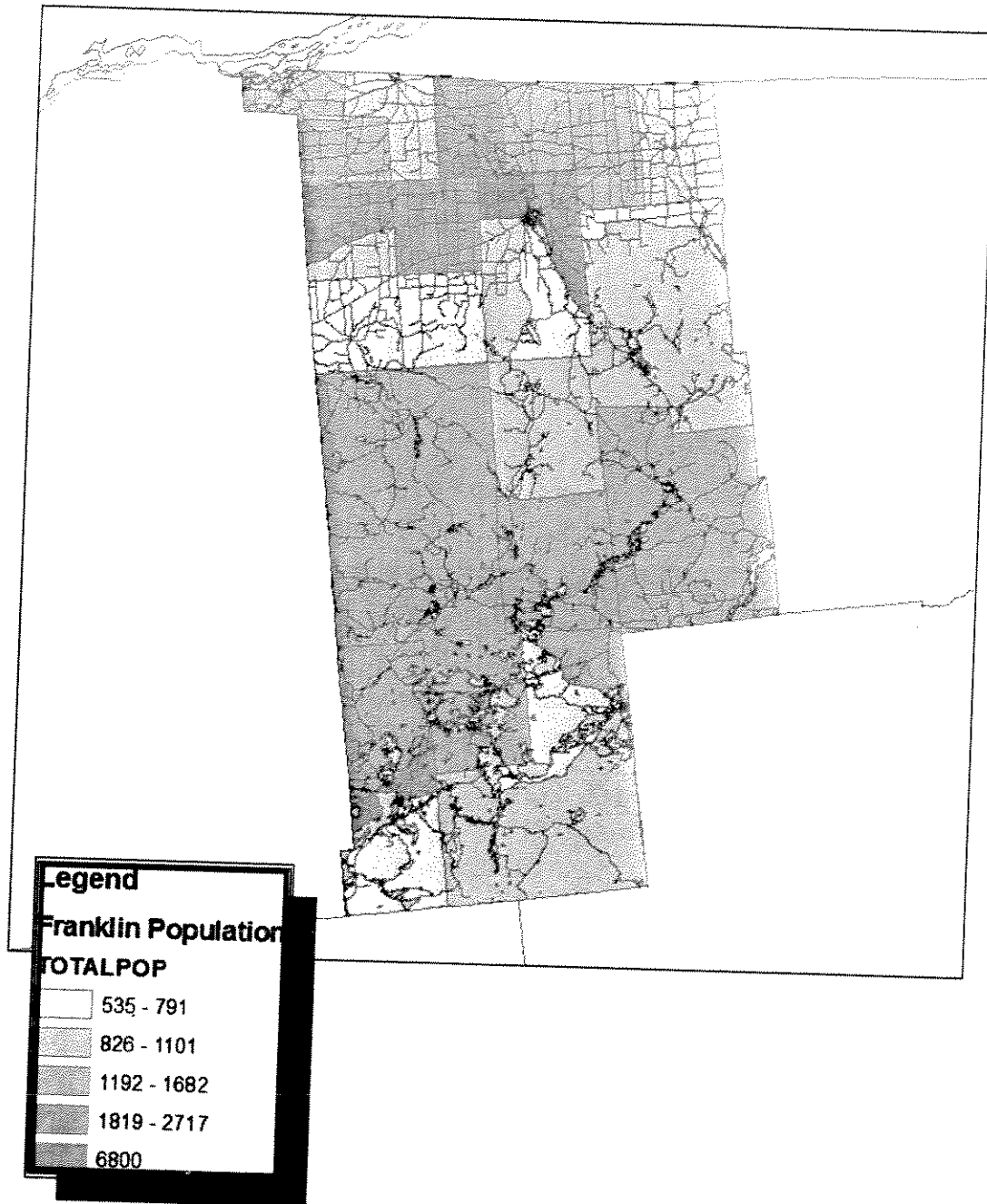
## 6) Medical Facilities

- *Location of Medical Facilities within service area. The attached maps help identify corridors of mobility needs with the service area*

*The attached maps help identify corridors of mobility needs with the service area*

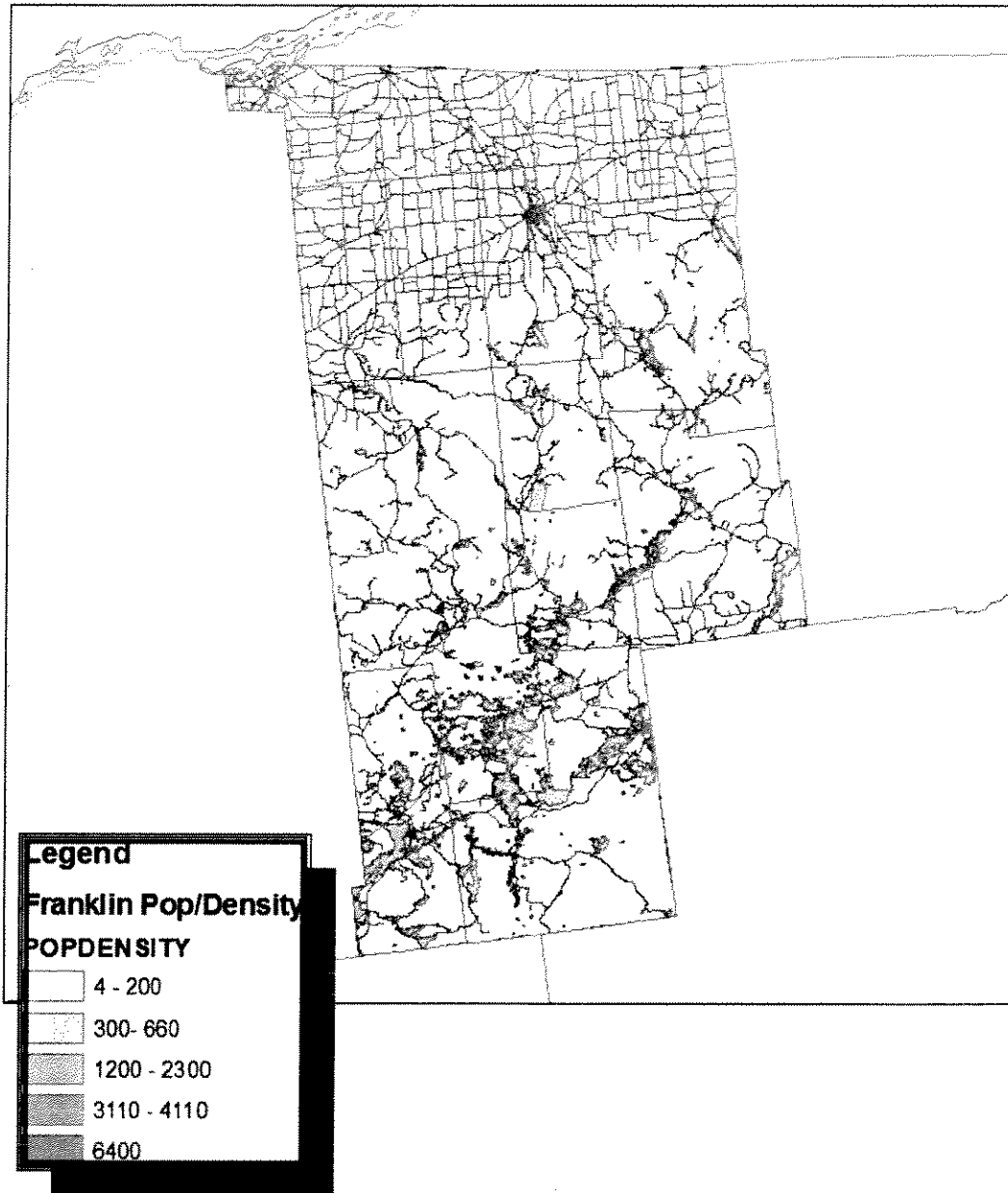
# Franklin County

*Total Population*



# Franklin County

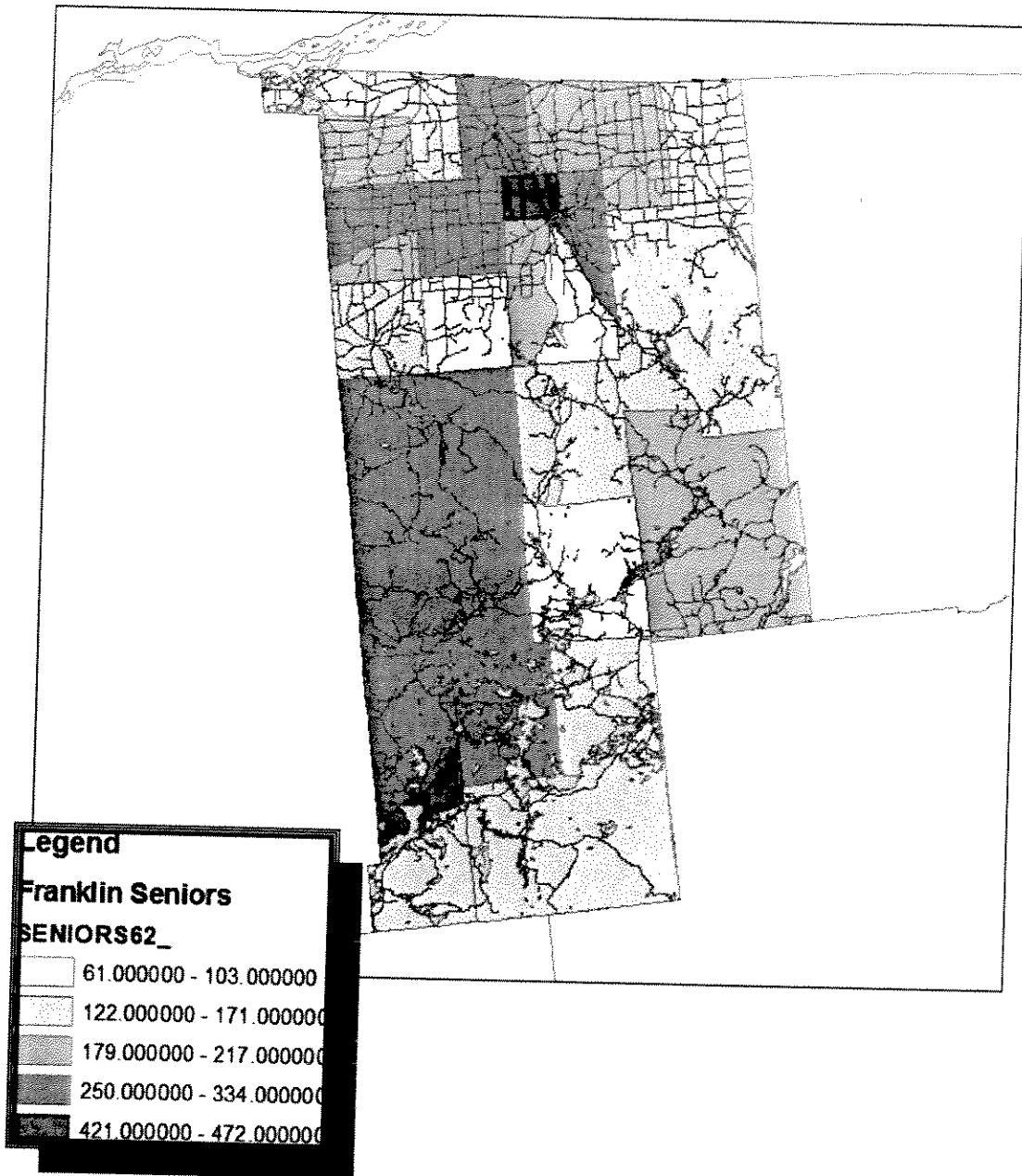
## *Population Density*





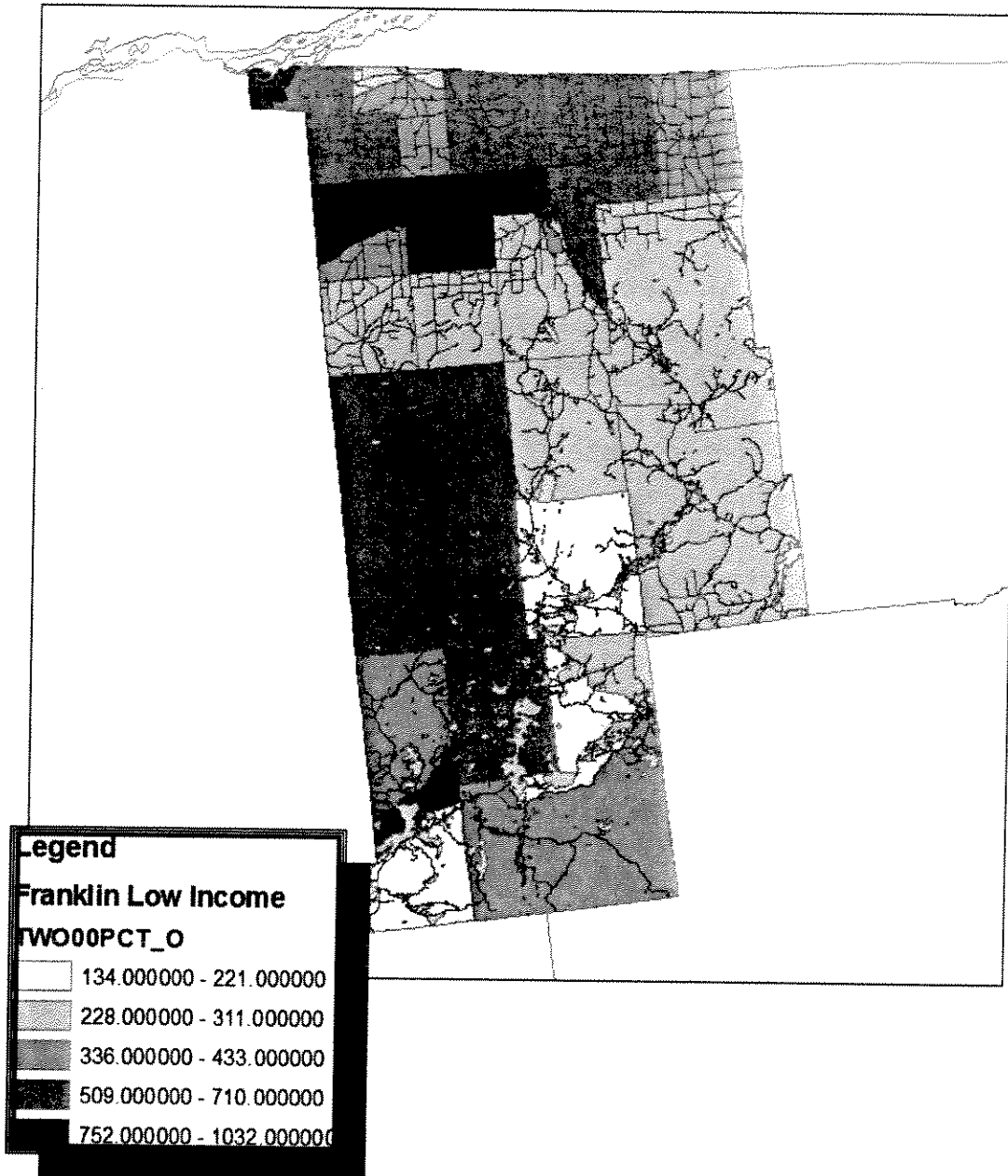
# Franklin County

*Senior population*



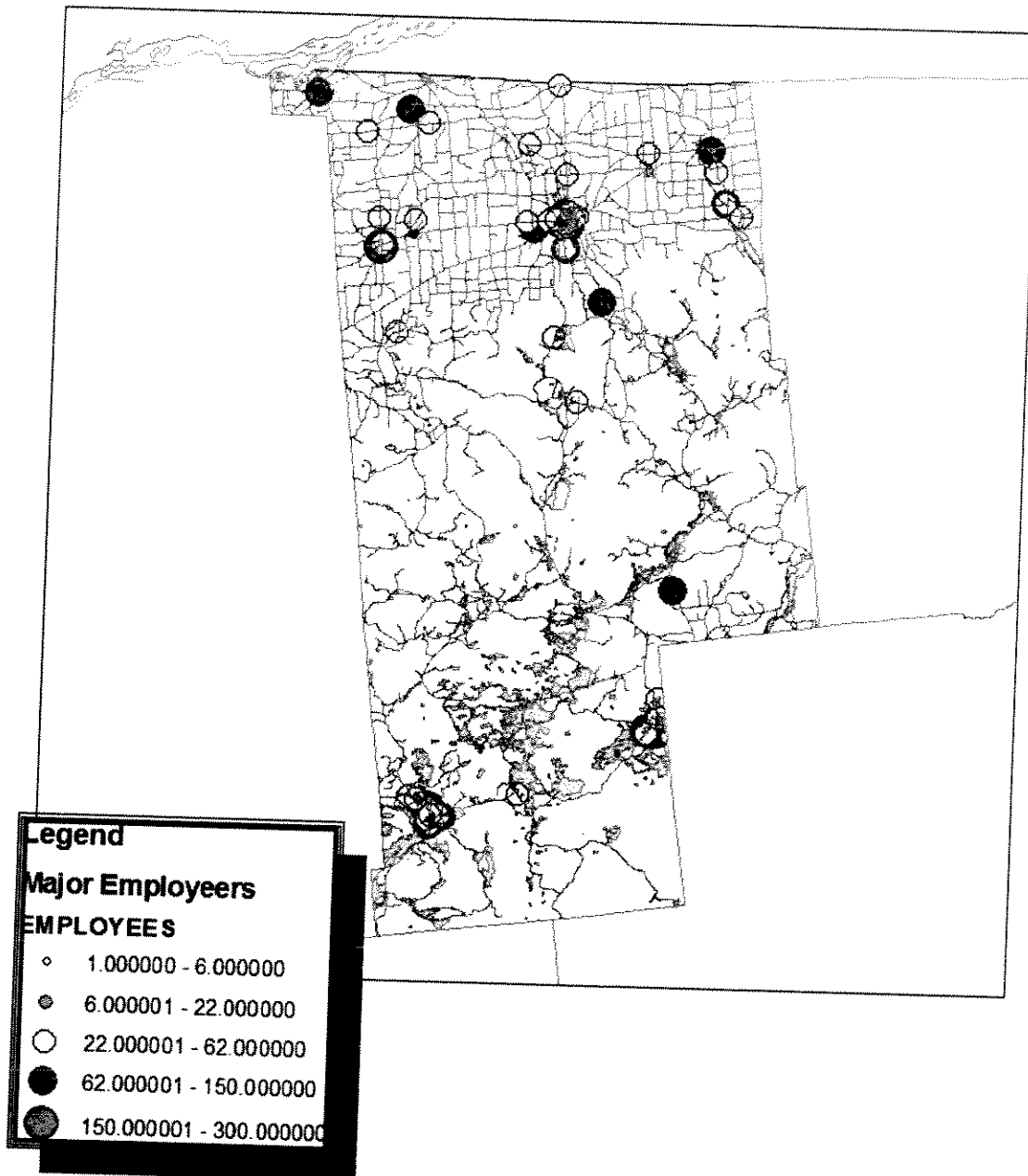
# Franklin County

*Low Income*



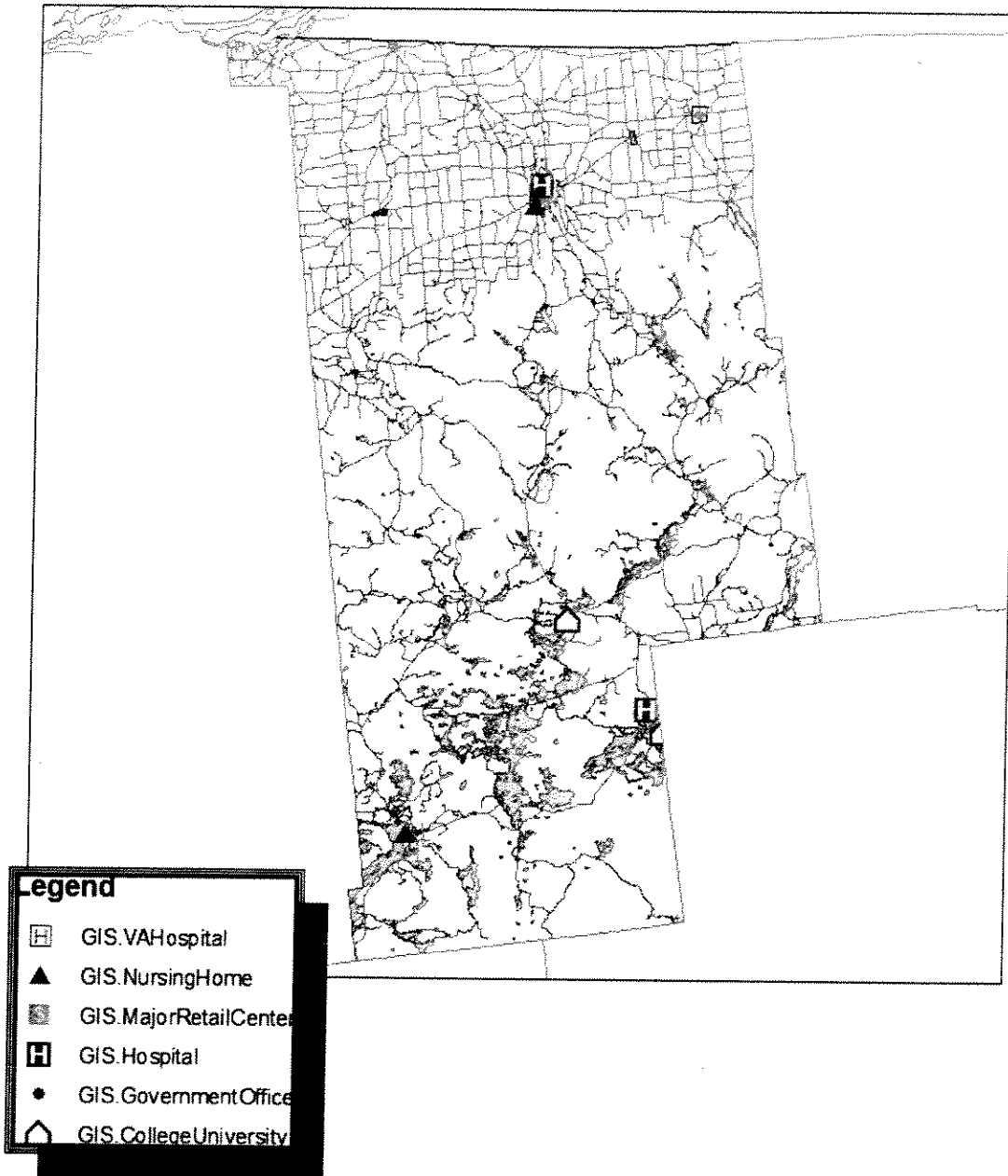
# Franklin County

## *Major Employers*



# Franklin County

*Medical, Nursing, Government, College, Retail*



Franklin County is in the northeastern part of New York State with a total area of 1,697 sq/ml. With a population of 51,134 as of the 2000 census, and a population density of 31 per sq/ml. The county seat is the Village of Malone, with a population of 6,075 as of the 2000 census.

**Population Analysis by Age:**

Age 18 or less	22.80%
18 to 24	9.50%
25 to 44	33.20%
45 to 64	21.80%
65 and older	12.80%

**Median Age & Income:**

The median age	36 years.
The median income	\$31,517,

**Poverty Level:**

Below Poverty level	14.60%
---------------------	--------

*The poverty threshold, or poverty line, is the minimum level of income deemed necessary to achieve an adequate standard of living.*

**Employment Status:**

Population over 16 in labor force	22,511
Population Unemployed	2,383 (5.8%)

**Disabled Population:**

Number of disabled	10,299 (20%)
--------------------	--------------

**Major Transportation Needs Locations identified in County:**

Village of Malone, St Regis Falls, Bangor, Chateaugay, Fort Covington, Saranac Lake, Tupper Lake.

**Major Transportation Needs Locations identified out of County:**

Village of Lake Placid (Essex County), City of Plattsburgh (Clinton County)

**Major Transportation Corridors identified are:**

Tupper Lake to Lake Placid (via, RT 3), Malone to Moira (via, Rte 11), Malone to St Regis Falls (via Rt11B), Malone to Saranac Lake, Lake Placid (via, Rte 30 & 86), and Malone to City of Plattsburgh (via, Rte 11).

**Demographic Assessment of Mobility Needs:**

Franklin County's mobility needs exist on several levels. With its sparsely populated nature, and large land mass, Franklin County's mobility needs are largely medical, work related, senior related rides. Transportation in this county should not be considered mass transit, but rather "Life Line" Service. Public Transit is one mode of transportation currently assisting with these rides, however, human service & private providers play a big role in the overall mobility picture. An assessment of all providers will allow for a view of the existing mobility structure. Providing possible alternatives through partnering and ride sharing to coordinate services, utilize resources better, and improve mobility as a whole in Franklin County.

**Part V, Inventory of Services & Resources**

Agency:

***1) St Joseph's Rehabilitation***

Contact Person:

Robin Gay

Mailing Address 1:

PO Box 470, Saranac Lake, NY 12983

Mailing Address 2:

Phone:

518-891-4135

Fax: 518-891-3986

Email:

robingay@sjrc rehab.org

~~~~~  
Type(s) of Service

Not for profit / Human Service 5310

~~~~~  
Fleet Type

Bus

(Bus, Van, Car)

Num. in Vehicles in Fleet

2

Num. of ADA Accessible Vehicles

0

~~~~~  
Days of Operation

7 days

Hours of Operation

8AM -11PM

Num of Annual Trips

~~~~~  
Service Area(s)

Saranac Lake, Albany

Clientele

Alcohol & Substance Abuse

Agency:

**2) Paul Smith's College**

Contact Person:

Susan Sweeney

Mailing Address 1:

PO Box 265, Paul Smiths, NY 12970

Mailing Address 2:

Phone:

518-327-6237

Fax: 518-327-6161

Email:

ssweeney@paulsmiths.edu

Type(s) of Service

College of Arts & Sciences

Fleet Type

Vans

(Bus, Van, Car)

Num. in Vehicles in Fleet

12

Num. of ADA Accessible Vehicles

12

Days of Operation

Daily

Hours of Operation

7am-6pm

Num of Annual Trips

100's

Service Area(s)

Saranac Lake, Lake Placid, Plattsburgh, High Peaks

Clientele

College Students

Agency:	<b>3) Alice Hyde Medical Center</b>
Contact Person:	Kevin Hart / Dir. Financial Services
Mailing Address 1:	133 Park St, PO Box 729, Malone, NY 12953
Mailing Address 2:	

Phone:	518-481-2622	Fax: 518-481-2320
Email:	kheart@alicehyde.com	

~~~~~

Type(s) of Service

5310 – Human Service Agency – Not for Profit

|                 |                           |                                 |
|-----------------|---------------------------|---------------------------------|
| Fleet Type      | Num. in Vehicles in Fleet | Num. of ADA Accessible Vehicles |
| Bus             | 1                         | 1                               |
| (Bus, Van, Car) |                           |                                 |

|                   |                    |                     |
|-------------------|--------------------|---------------------|
| Days of Operation | Hours of Operation | Num of Annual Trips |
| Mon-Sat           | 6:30am – 5pm       | 1875                |

|                                                              |                                |
|--------------------------------------------------------------|--------------------------------|
| Service Area(s)                                              | Clientele                      |
| Malone, Brushton, Bombay, Bangor, Fort Covington, Hogansburg | Dialysis, Cancer, Nursing Home |



Agency:

**3) Tri Lake Center for Independence**

Contact Person:

Lauren LeFebvre

Mailing Address 1:

867 St Rte 86

Mailing Address 2:

PO Box 280 Ray Brook, NY 12977

Phone:

518-891-5295

Fax: 518-891-5293

Email:

Lauren@tlcil.org

Type(s) of Service

Not for profit – human service agency private vehicle

Fleet Type

Van

(Bus, Van, Car)

Num. in Vehicles in Fleet

1

Num. of ADA Accessible Vehicles

1

Days of Operation

M - F

Hours of Operation

8-4

Num of Annual Trips

104

Service Area(s)

Saranac Lake, Lake Placid, Tupper Lake

Clientele

Disabled

|                    |                                     |                   |
|--------------------|-------------------------------------|-------------------|
| Agency:            | <b>4) St Regis Mohawk Tribe OFA</b> |                   |
| Contact Person:    | Cynthia Tarbell, Director           |                   |
| Mailing Address 1: | 29 Business Park Rd                 |                   |
| Mailing Address 2: | Hogansburg, NY 13655                |                   |
| Phone:             | 518-358-2963                        | Fax: 518-358-3071 |
| Email:             | Cynthia.tarbell@srmt-nsn.gov        |                   |

Type(s) of Service

5310 Not for Profit – human service agency

| Fleet Type             | Num. in Vehicles in Fleet | Num. of ADA Accessible Vehicles |
|------------------------|---------------------------|---------------------------------|
| Bus<br>(Bus, Van, Car) | 1                         | 1                               |

| Days of Operation | Hours of Operation | Num of Annual Trips |
|-------------------|--------------------|---------------------|
| M - F             | 9-10:30 & 1-2:30   | 3725                |

| Service Area(s)                        | Clientele                          |
|----------------------------------------|------------------------------------|
| Akwesasne Reservation & immediate area | Mainly Native American, non-native |

Agency:

**5) Citizen Advocates Incorporated**

Contact Person:

Paul Langdon

Mailing Address 1:

PO Box 608

Mailing Address 2:

Malone, NY 12953

Phone:

518-483-1250

Fax: 518-483-2242

Email:

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Type(s) of Service

Not for profit, Human Service, OMRDD, OMH

---

Fleet Type

Bus, Van,  
Car

Num. in Vehicles in Fleet

93

Num. of ADA Accessible Vehicles

32

---

Days of Operation

Mon. - Fri. (office)  
Residential homes 24/7

Hours of Operation

7AM – 5PM

Num of Annual Trips

520 daily

---

Service Area(s)

Malone, Saranac Lake, Lake Placid, Tupper Lake,  
Bangor, Moria, Hogansburg, Constable, Westville,  
Burk, Chateaugay, Fort Covington, Ellenburg

Clientele

OMRDD, OMH

|                    |                                     |                   |
|--------------------|-------------------------------------|-------------------|
| Agency:            | <b>6) Saranac Lake Adult Center</b> |                   |
| Contact Person:    | Elizabeth Kochar                    |                   |
| Mailing Address 1: | PO Box, 864, Saranac Lake, NY 12983 |                   |
| Mailing Address 2: |                                     |                   |
| Phone:             | 518-891-2980                        | Fax: 518-891-6251 |
| Email:             | Slac000@adelphia.net                |                   |

Type(s) of Service

Senior Citizens – Human Service Agency – Not for Profit

| Fleet Type             | Num. in Vehicles in Fleet | Num. of ADA Accessible Vehicles |
|------------------------|---------------------------|---------------------------------|
| Bus<br>(Bus, Van, Car) | 1                         | 1                               |

| Days of Operation | Hours of Operation | Num of Annual Trips |
|-------------------|--------------------|---------------------|
| M - F             | 8-4                | 755                 |

| Service Area(s)        | Clientele        |
|------------------------|------------------|
| Saranac Lake community | Seniors/Disabled |

## **Part VI, Needs Gap Analysis**

This Analysis is based on the following Provider Analysis, and consists of:

- 1) Identifying current population being served
- 2) Where they are
- 3) Number of annual trips provided
- 4) Various uncoordinated transportation providers currently performing this level of service
- 5) Identify the population whose needs remain unmet to date.

Based of all data collected and analysis performed we can assess as follows:

### **Duplicative service exists in the following areas (Areas over serviced):**

Duplication was identified by all providers in the following areas: Bombay, Fort Covington, Constable, Westville, Moira, Brushton, Bangor, Malone, Burke Chateaugay, Tupper Lake, Saranac Lake, and Lake Placid. This duplication is provided by as many as three providers in any given area. Generally providers operate daily with normal hours of operation, making it not necessarily incidental duplication.

Attached are separate sheets for all individual area assessments, including providers currently performing this level of duplication. The assessment also indicates who is best suited to handle the service area after evaluation was completed. This determination was based on the operator whom had the best available use of resources, and ability to carry the majority of the needs identified within the service area. This assessment also evaluates the various types of mobility needs within the service area.

### **Limited service exists in the following areas (Areas under serviced):**

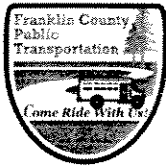
Areas identified as limited service includes the following townships: currently towns of Brighton, Altamont, & Harrietstown. These areas have no service to the outskirts, but have over service in the populated areas of Tupper, Saranac, and Rte 30 Corridor.

Attached are separate sheets for all individual area assessments, including providers currently performing some level of service. The assessment also indicates who is best suited to handle the service area after evaluation was completed. This determination was based on the operator whom had the best available use of resources, could consider the expansion needed to meet the un-met needs within an agreeable budget, and had the ability to carry the majority the needs identified within the service area. This assessment also evaluates the various types of mobility needs within the service area.

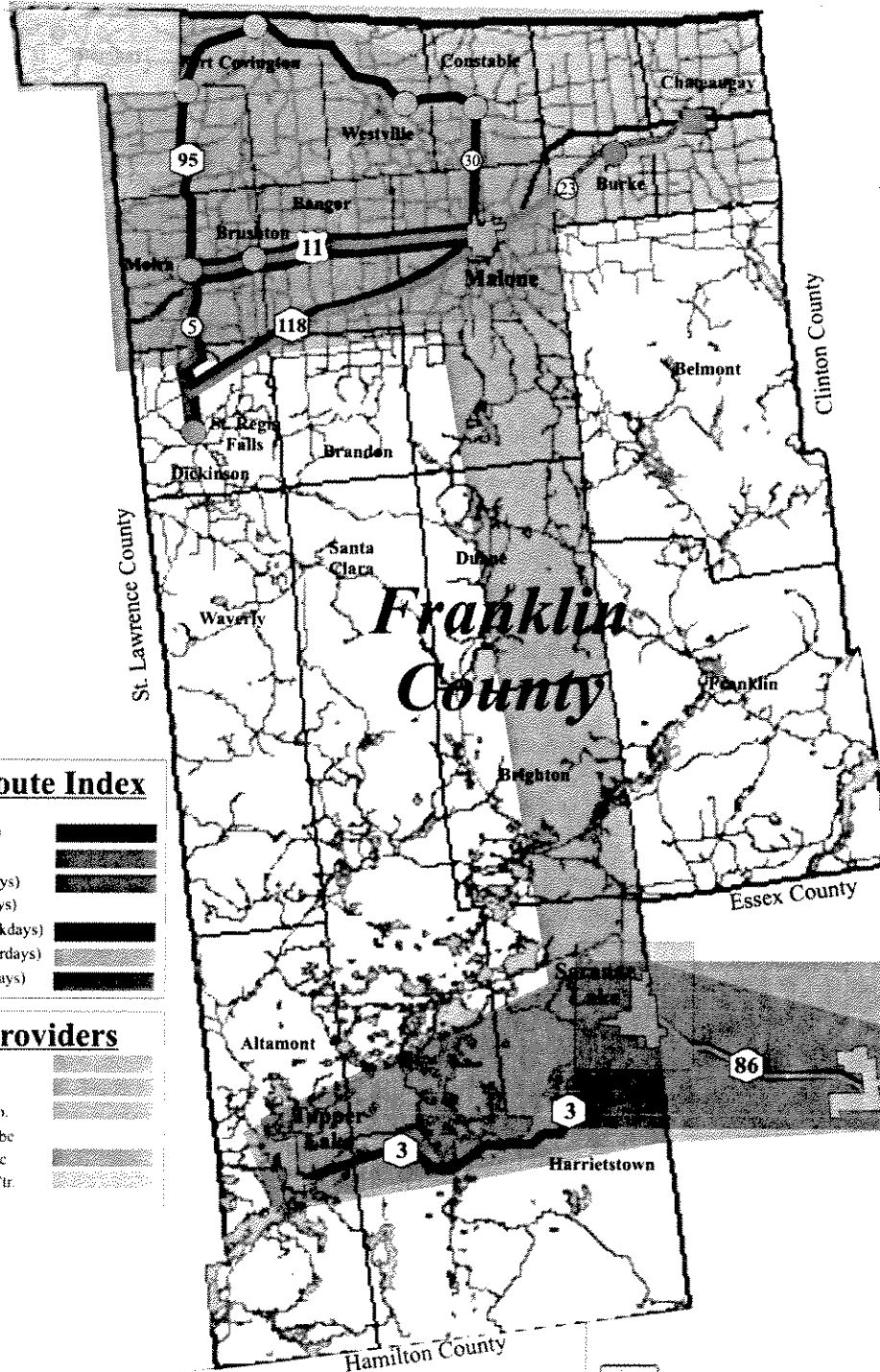
### **No service exists in the following areas (Areas with no current serviced):**

Areas currently showing no mobility providers are: Southern Dickinson, Waverly, Santa Clara, Bellmont, Town of Franklin, Outskirts of Brighton, Altamont & Harrietstown.

Attached are separate sheets for all individual area assessments. These assessments are of areas that currently have no service of any kind available. This assessment also evaluates the various types of mobility needs within the service area if any exist. If a need was identified then an evaluation was performed to identify who is best suited to handle the service. This determination was based on the operator whom had the best available use of resources, could consider the expansion needed to meet the un-met needs within an agreeable budget, and had the ability to carry the majority the needs identified within the service area.



# Franklin County Provider Analysis



## Public Route Index

|                            |  |
|----------------------------|--|
| St. Regis (Weekdays)       |  |
| St. Regis (Saturdays)      |  |
| Chateaugay (Weekdays)      |  |
| Chateaugay (Saturdays)     |  |
| Fort Covington (Weekdays)  |  |
| Fort Covington (Saturdays) |  |
| Tupper Lake (Weekdays)     |  |

## Other Providers

|                         |  |
|-------------------------|--|
| Paul Smith College      |  |
| Alice Hyde Medical      |  |
| Tri-Lake Ctr for Indep. |  |
| St. Regis Mohawk Tribe  |  |
| Citizen Advocates, Inc  |  |
| Saranac Lake Adult Ctr. |  |



Wheelchair Accessible Service

## **Part VII, Proposed New Mobility Program Structure**

### **Lead Agency:**

Franklin County Transportation

### **Partners:**

1. Franklin County Transportation Dept. – Oversees Public transportation, coordinates shared transportation services, assists with all Mobility service programs.
2. Association of Sr. Citizens – Contracted operator of public transit system / Transportation Board Member
3. Franklin County Highway Dept. - provide fuel for public transit buses in northern region @ state contract price
4. Tupper Lake Central School District – provide fuel for public transit buses in southern region @ state contract price
5. Franklin County DSS – contractual support partner / Transportation Board Member
6. Franklin County OFA – contractual support partner / Transportation Board Member
7. BOCES – contractual support partner / Transportation Board Member
8. Mental Health – working on contractual support (work in progress) / Transportation Board Member
9. Tri Lakes Ind. Living Center – Active and very supportive Transportation Board Member and also assists w/ shared vehicle, picks up People w/ Disabilities / PWD passengers providing “return trips” when public transit is not available.
10. Alice Hyde Medical – (5310) Shares vehicle by transporting dialysis patients that live in rural areas /Transportation Bd. Member
11. Saranac Lake Adult Center – Shares vehicle in southern region, picks up disabled & sr. passengers during non public transit times, and also picks up additional passengers when public transit bus is filled.
12. Brushston Adult Center, 13. Burke Adult Center, 14. Malone Adult Center – All 3 Senior Agencies are no longer able to operate their 5310 vehicles, therefore they have contracted the usage of their vehicles to public transit, to help enhance public transit services not just for their senior clients, but also all riders.
15. St. Regis Mohawk Tribe – 5310 provider, who assists in the western region (St. Regis Mohawk Reservation) of the county to provide extended transportation service where public transit service is not available.
16. St. Joseph's Rehabilitation Center - 5310 provider in southern (Saranac Lake) region. An emergency back up provider, if ever public transit bus is temporarily not operating in southern region, and St. Joe's is not needed to provide transit services to their clients, then on a non frequent basis, they may assist public transit. / Transportation Board Member
17. Paul Smith's College – Transportation Board Member – With future expanded service in southern region, they may act as a back up transit provider to assist in connecting passengers on into L. Placid from their college site, also may become a contractual support partner.
18. Wal-Mart Transportation Board Member – largest retail employer in the northern region, assist in providing financial contribution towards bus purchase. Also w/ employees that have no personal transportation, Wal-Mart arranges work shifts that accommodate public transit schedule for their low-income employees.
19. Essex County Planning Dept. – Assist w/ providing a shared regional route service w/ Franklin County Public Transportation and Essex County Public Transportation to connect northern and southern Franklin County and northern Essex County (Saranac L. and L. Placid. Transportation Board Member
20. Franklin County Legislator – Gordon Crossman – Transportation Board Member/ very supportive of transit service within the region.
21. Franklin County Nursing Home – Transportation Board Member – Public Transit provides recreational and non emergency transportation for nursing home residents
22. Malone Chamber of Commerce 23. Saranac Lake Chamber of Commerce 24. Tupper Lake Chamber of Commerce – All 3 Chambers are members of the Transportation Board – As partners, through their Chamber websites and newsletter info they continue to inform both Essex and Franklin County residents and visitors to the awareness and availability of public transportation and all other human service transportation providers within the region.

### **Service Providers (Shared Vehicles):**

1. Franklin County Public Transportation – 5311 – 10 buses
2. Alice Hyde Medical (5310) 1 bus-
3. Tri Lakes Ind. Living Ctr. (Private –human service provider) 1 van
4. St. Regis Mohawk Sr. Center – 5310 – 1 bus
5. St. Joseph's Rehabilitation – 5310-2 buses
6. Saranac Lake Adult Center – (Private – human service provider) 1 bus
7. Citizen's Advocate – human service provider, non profit 93 vehicles

**Part VII, Proposed New Mobility Program Structure - continued**

**Ride Needs (Agencies needing rides but have no vehicles):**

VESID, Independent Living Centers, Career Visions, DOL, Retail and Service Industry Employers, DSS, Mental Health, long term health care facilities, community colleges, BOCES, OFA

**Funding Sources:**

Federal & State (JARC, DDPC, CST, FFS, STOA, 5311 capital & operating, WHEELS/DOL, Franklin County, Inter agency contractual funds, fares / Donations – Franklin Correctional Facility, Wal-Mart

**Identified Service Areas (By Provider):**

Franklin County Providers including Franklin County Public Transportation, St. Joseph's, Saranac Lake Adult Center, Alice Hyde Medical, St. Regis Mohawk Senior Ctr., Tri Lakes Ind. Living Ctr., – Service Area includes Tri Lakes Region (Tupper, Saranac, L. Placid, which includes parts of neighboring Essex County), and Malone and surrounding townships.

North Country Express – Connecting Malone, Plattsburgh and Potsdam

Adirondack Trailways – Canton-Potsdam-Massena-Saranac Lake-Warrensburg, Glens Falls-



## **Part VIII, Implementation Timeline**

Below is an implementation timeline for all phases of this  
***“Locally Developed Coordinated Transportation Plan”***

All phases from the kick-off meeting of the Initial Stakeholders, to the projected  
“GO LIVE” date, and everything in between are contained within this timeline.

|                                                                          |                  |
|--------------------------------------------------------------------------|------------------|
| 1) <u>“Initial Stakeholders” Meeting</u>                                 | 5/16/2006        |
| 2) Selection of <u>“Coordination Steering Committee Members”</u>         | 6/20/2006        |
| 3) Meeting with <u>“Political Decision Makers”</u>                       | 8/22/2006        |
| 4) <u>“Provider/Agency”</u> plan explanation and educational meeting     | 8/22/2006        |
| 5) Selection of <u>“Coordination Steering Sub-Committee Members”</u>     | 12/12/2006       |
| 6) Initial meeting of confirmed <u>“Partners”</u>                        | 12/12/2006       |
| 7) Meeting for <u>“Inventory of Services &amp; Resources”</u> process    | 2/27/2007        |
| 8) Date for submission of <u>“Demographic Analysis”</u> information      | 6/01/2007        |
| 9) Date for submission of <u>“Inventory of Services &amp; Resources”</u> | 6/08/2007        |
| 10) Date for submission of <u>“Needs Gap Analysis”</u>                   | 6/08/2007        |
| 11) <u>“Data Analysis Wrap-up and Evaluation”</u> meeting                | 6/13/2007        |
| 12) Submit Initial <u>“Coordinated Plan Draft”</u> to Steering Committee | 6/26/2007        |
| 13) <u>“Coordinated Plan Draft”</u> revisions                            | 7/25/2007        |
| 14) <u>“Final Approval of Coordinated Plan”</u>                          | 8/01/2007        |
| 15) <b><u>“GO LIVE”</u> DATE</b>                                         | <b>9/01/2007</b> |

### **Part VIII, Expected Benefits**

Many benefits are expected from a plan of this magnitude. Among them is the elimination of duplicative services currently being performed in areas due to lack of communication between agencies. Reduction of vehicle needs as a result of this identified duplication should further reduce agencies expenses in areas such as gas consumption, insurance needs, registration & maintenance costs.

Leveraging of other revenues sources could also be a result of the coordinated effort through the open dialogue created by these efforts. Better understanding of services and resources associated with all will make the funding picture on a countywide/ regional level clearer. The ability to continue to leverage all current funding levels, and possibly identify un-leveraged resources, along with the possibility of community buy-in from local business could further inflate the revenue picture. Also, while revenues are held constant or even in a growing state, expenses could/should reduce agency wide from the very benefits that eliminating duplication brings to the table.

Coverage areas are currently in a stagnant state due to many providers doing their own thing and not communicating with other agencies that are also doing a similar service in the same areas. This plan process will identify that and open up the opportunity to share services, rides, and funding which will provide for a more efficient and effective mobility program. This will open up the opportunity to provide service to a larger service area, while using fewer vehicles, all while leveraging the same revenues while lowering agency budgets. This is the formula for "Efficiency & Effectiveness".

Finally, local dollars currently going into an un-coordinated mobility program will now go into a coordinated mobility program, thereby possibly also reducing the amount of local tax payer dollars needed to support the mobility needs within our communities.

## *Conclusion*

Any community, whether it is a county, city, town, or village has a mobility program of some kind. That program may or may not be identified within the government's current structure, but it does exist, simply because of those very needs that drive it.

Developing a "Locally Coordinated Transportation Plan" will bring these services to the forefront and with them the costs associated with them. The results could be significant in cost savings not only to the agencies providing or utilizing these services, but also to the local tax payer who is supporting these services through general fund dollars.

Finally the plan should also create a more efficient and effective mobility program through open communication between agencies, the use of shared services, increased service area, decreasing vehicle needs, budget savings, provide more rides, increase the quality of life, bring better understanding of the needs of the community, and provide a more robust and reliable mobility program to all communities in need.

## ATTACHMENT I



### **Federal Interagency Coordinating Council on Access and Mobility Vehicle Resource Sharing**

#### **FINAL POLICY STATEMENT**

##### **Policy:**

Federal Executive Order 13330 on Human Service Transportation Coordination directs Federal agencies funding human services transportation services to undertake efforts to reduce transportation service duplication, increase efficient transportation service delivery, and expand transportation access for seniors, persons with disabilities, children, low-income persons and others who cannot afford or readily use automobile transportation. Consistent with this presidential directive, members of the Federal Interagency Coordinating Council on Access and Mobility (CCAM) adopt the following policy statement:

“Member agencies of the Federal Coordinating Council on Access and Mobility resolve that Federally-assisted grantees that have significant involvement in providing resources and engage in transportation should coordinate their resources in order to maximize accessibility and availability of transportation services”.

##### **Background:**

Often Federal grantees at the State and local levels restrict transportation services funded by a Federal program to clients or beneficiaries of that Federal program. Some grantees do not permit vehicles and rides to be shared with other federally-assisted program clients or other members of the riding public. Federal grantees may attribute such restrictions to Federal requirements. This view is a misconception of Federal intent. In too many communities, this misconception results in fragmented or unavailable transportation services and unused or underutilized vehicles. Instead, federally assisted community transportation services should be seamless, comprehensive, and accessible to those who rely on them for their lives, needs, and livelihoods.

##### **Purpose:**

This policy guidance clarifies that Federal cost principles do not restrict grantees to serving only their own clients. To the contrary, applicable cost principles enable grantees to share the use of their own vehicles if the cost of providing transportation to the community is also shared. This maximizes the use of all available transportation vehicles and facilitates access for persons with disabilities, persons with low income, children, and senior citizens to community and medical services, employment and training opportunities, and other necessary services. Such arrangements can enhance transportation services by increasing the pool of transportation resources, reducing the amount of time that vehicles are idle, and reducing or eliminating duplication of routes and services in the community.

**Applicable Programs:**

This policy guidance applies to the programs listed at the end of this document, as well as any other Federal program that allows funds to be used for transportation services. Any specific arrangements would be subject to the rules and policies of participating program(s). This guidance pertains to Federal program grantees that either directly operate transportation services or procure transportation services for or on behalf of their clientele.

**Federal Cost Principles Permit Sharing Transportation Services:**

A basic rule of appropriations law is that program funds must only be used for the purposes intended. Therefore, if an allowable use of a program's funds includes the provision of transportation services, then that Federal program may share transportation costs with other Federal programs and/or community organizations that also allow funds to be used for transportation services, as long as the programs follow appropriate cost allocation principles. Also, if program policy permits, vehicles acquired by one program may be shared with or used by other Federal programs and/or community organizations to provide transportation services to their benefiting population.<sup>1</sup>

Federal agencies are required to have consistent and uniform government-wide policies and procedures for management of Federal grants and cooperative agreements – i.e., a “Common Rule.” Federal agencies are also required to follow uniform cost principles for determining allowable costs found in OMB circulars, the guidance which the Office of Management and Budget (OMB) developed on these matters.

These circulars set forth the standard Federal cost principles for determining allowable costs. For example, the allow ability of costs incurred by State, local or federally-recognized Indian tribal governments is determined in accordance with the provisions in OMB Circular A-87, *Cost Principles for State, Local, and Indian Tribal Governments*. The allow ability of costs incurred by non-profit organizations is determined in accordance with the provisions in OMB Circular A-122, *Cost Principles for Nonprofit Organizations*. The allow ability of costs incurred by education institutions is determined in accordance with the provisions in OMB Circular A-21, *Cost Principles for Education Institutions*. The OMB Circulars are available at <http://www.whitehouse.gov/omb/circulars/index.html>.

OMB also required Federal agencies that administer grants and cooperative agreements to State, local and Tribal governments to put the uniform standards into their respective regulations.

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<sup>1</sup> Program funds mean Federal funds. To the extent allowable under the applicable program's statutory and regulatory provisions, program funds also mean any State or local funds used to meet the Federal program's matching or cost-sharing requirement.

The table below illustrates where in the Code of Federal Regulations (CFR) you may find the uniform management and financial standards for applicable programs by responsible department. OMB also required Federal agencies that administer grants and cooperative agreements to State, local and Tribal governments to put the uniform standards into their respective regulations. The table below illustrates where in the Code of Federal Regulations (CFR) you may find the uniform management and financial standards for applicable programs by responsible department.

| <b>Department</b>           | <b>Grants<br/>Management<br/>Common Rule<br/>(State &amp; Local<br/>Governments)</b> | <b>OMB Circular A-110<br/>(universities &amp; non-<br/>profit organizations)</b> |
|-----------------------------|--------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|
| Agriculture                 | 7 CFR 3016                                                                           | 7 CFR 3019                                                                       |
| Commerce                    | 15 CFR 24                                                                            | 15 CFR 14                                                                        |
| Defense                     | 32 CFR 33                                                                            | 32 CFR 32                                                                        |
| Education                   | 34 CFR 80                                                                            | 34 CFR 74                                                                        |
| Energy                      | 10 CFR 600                                                                           | 10 CFR 600                                                                       |
| Health & Human Services     | 45 CFR 92                                                                            | 45 CFR 74                                                                        |
| Housing & Urban Development | 24 CFR 85                                                                            | 24 CFR 84                                                                        |
| Interior                    | 43 CFR 12                                                                            | 43 CFR 12                                                                        |
| Justice                     | 28 CFR 66                                                                            | 28 CFR 70                                                                        |
| Labor                       | 29 CFR 97                                                                            | 29 CFR 95                                                                        |
| State                       | 22 CFR 135                                                                           | 22 CFR 145                                                                       |
| Transportation              | 49 CFR 18                                                                            | 49 CFR 19                                                                        |
| Treasury                    | --                                                                                   | --                                                                               |
| Veterans Affairs            | 38 CFR 43                                                                            | --                                                                               |

OMB established Title 2 of the CFR as the single location where the public can find both OMB guidance for grants and cooperative agreements (subtitle A) and the associated Federal agency implementing regulations (subtitle B). To date, the provisions of OMB Circular A-110 have been codified at 2 CFR Part 215; OMB Circular A-21 at 2 CFR Part 220; OMB Circular A-87 at 2 CFR Part 225; and, OMB Circular A-122 at 2 CFR Part 230. Once the consolidation project has been completed, title 2 of the CFR will serve as a “one stop-shop” for grant policies and governmental guidance on applicable financial principles and single audit policy.

None of the standard financial principles expressed in any of the OMB circulars or associated Federal agency implementing regulations preclude vehicle resource sharing, unless the Federal program’s own statutory or regulatory provisions restrict or prohibit using program funds for transportation services. For example, one common financial rule states the following. “The grantee or sub grantee shall also make equipment available for use on other projects or programs currently or

previously supported by the Federal Government, providing that such use will not interfere with the work on the project or program for which it was originally acquired. First preference for other use shall be given to other programs or projects supported by the awarding agency. User fees should be considered if appropriate. Notwithstanding the encouragement to earn program income, the grantee or sub-grantee must not use equipment acquired with grant funds to provide services for a fee to compete unfairly with private companies that provide equivalent services, unless specifically permitted or contemplated by Federal statute.”<sup>2</sup> Hence, this directive clearly signals Federal policy calling for multiple and full use of equipment purchased with grant funds. Grantees may even charge reasonable user fees to defray program costs. Program income includes income from fees for services performed and from the use or rental of real or personal property acquired with program grant funds. As a general matter, each program would use its share of the income in accordance with the program’s regulations or the terms and conditions of the award

In summary, allowable costs are determined in accordance with applicable Federal program statutory and regulatory provisions and the cost principles in the OMB Circular that applies to the entity incurring the costs. Federal cost principles allow programs to share costs with other programs and organizations. Program costs must be reasonable, necessary, and allocable. Thus, vehicles and transportation resources may be shared among multiple programs, as long as each program pays its allocated (fair) share of costs in accordance with relative benefits received.

A limited number of Federal block grant programs are exempt from the provisions of the OMB uniform standards and the OMB cost principles circulars. Excluded programs in the U.S. Department of Health and Human Services include the Community Services Block Grant program, the Social Services Block Grant program, the Community Mental Health Services Block Grant program, and the Substance Abuse Prevention and Treatment Block Grant program. The State Community Development Block Grant program under the U.S. Department of Housing and Urban Development (HUD) is also an excluded program. State fiscal policies apply to grantees and their sub-recipients under these programs. Unless Federal law or any applicable implementing program regulations restrict or prohibit the use of Federal program funds for transportation services, we believe that it is unlikely that a State’s fiscal policies would impede vehicle sharing.

Of course, all recipients (e.g., grantees, sub-grantees and sub-recipients) of Federal program funds must use the funds in ways that meet all applicable programmatic requirements, together with any limitations, restrictions, or prohibitions.

#### **Possibilities for Meeting Transportation Needs:**

- Partner with other program agencies. For example, a program serving the aging population owns and operates shuttle buses that provide transit services for senior citizens in several rural communities. The agency partnered with other programs to expand service to provide transportation for persons with disabilities working in community rehabilitation programs (CRPs), to provide transportation to key employment locations, and to provide Medicaid non-emergency medical transportation. This was done via a cost-sharing arrangement.

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<sup>2</sup> Uniform Administrative Requirements for Grants and Cooperative Agreements to State, Local and Tribal Governments, in the regulations shown in column two of the above table. For example, these provisions appear in the Department of Agriculture’s regulation at 7 CFR 3016.32 and in the Department of Health and Human Services’ regulation at 45 CFR 92.32. These provisions also appear in the Uniform Administrative Requirements for Grants and Agreements with Institution of Higher Education, Hospitals, and Other Non-Profit Organizations (OMB Circular A-110) at 2 CFR 215.34.

- Maximize use. For example, a for-profit organization receiving Federal Head Start funds purchased specially equipped buses to transport children to and from their Head Start facility. Generally, the buses are only used during specific hours of the day. During the idle periods (including evenings and week-ends), the organization rents the vehicles to another program serving seniors and persons with disabilities to provide transportation for recreational events, and personal needs (e.g., grocery shopping, hair dresser, medical appointments). The rental contract includes payment for extra costs incurred, such as expanded insurance coverage and additional fuel expenses. While this extra service is not allowable with Head Start funds, the income generated by the use of the buses during idle periods may be viewed as incidental to the primary use of the buses, as long as such use does not interfere with regular Head Start transportation services.
- Pool resources. For example, a community action and economic development agency, another non-profit organization, and a community mental health center receiving Community Service Block Grant funds, Community Development Block Grant funds, Social Service Block Grant funds, Community Mental Health Block Grant funds and/or Substance Abuse Prevention and Treatment Block Grant funds teamed up with the State agency that administers the Temporary Assistance for Needy Families (TANF) program and the State's Labor Department. Each funding source provided an allocable amount of seed money to start a shuttle operation service in the local service areas with high unemployment and no public transportation services. Each funding source also pays its fair share of allowable ongoing costs in accordance with the benefit received by each party. The operation is based on fixed routes that connect individuals to job and training sites, outpatient mental health services, and substance abuse treatment and counseling services in the area. The operation also provides a feeder service to connect clientele to public transportation that goes into the downtown area.
- Partner with non-profit or other community organizations. For example, several agencies contracted with a local organization that operates a van service to provide door-to-door service for their clientele, transporting them to key places in the area. Such places include hospitals and other medical facilities, child care centers, senior citizen centers, selected employment sites, and prisons for family visitation purposes.
- Engage the business community. For example, various programs within the State's transportation department, labor department, the TANF agency, and agencies that provide community health care and assistance for the aged worked with employers in the area to contribute to the expansion of a local transportation system. The private system provides shuttle service to selected employment sites and curb-to-curb services to CRCs, senior citizen centers, retail centers, community health centers or substance abuse treatment and counseling centers, hospitals and other locations. The service is sustained through a fare-based system, with each agency benefiting from the expanded service subsidizing an allocable portion of the fares for their clientele. This service helps participating employers and their family members, as well as job seekers, dislocated workers, current employees and their family members to have access to a range of services and opportunities.
- Facilitate car-pooling. For example, a local Workforce Investment Board identified clientele with reliable cars living in various locales that they pay to pick-up other people in their area going to the same employment or training site. Participating riders pay a fare to ride. The State's TANF agency and the State's Office for the Aging also participate in the car pooling activity by defraying a portion of the fare for their riders.



- These other agencies also help to expand the available cars in different locales by paying for necessary car repairs and insurance cost for their share of participants.
- Arrange ride sharing. For example, an agency that receives program funds to assist elderly individuals purchased a van to transport their clientele to medical services and other destinations. Other program agencies worked out a financial agreement with this agency to pick up their clients living in the same neighborhoods and take them to and from destinations along the van's route.
- Earn income: For example, the State's Department of Transportation noticed that some of the shuttle buses that they own have been underutilized. The Department of Transportation used three of those shuttle buses to launch a fixed bus route service in areas of the State lacking access to adequate transportation to shopping, work, school, training, medical services, and other daily needs. The bus service is open to the public and fares are charged. Other State agencies, such as the Department of Human Services entered into a Memorandum of Agreement to provide program funds to the Department of Transportation for applicable fare costs for their respective clientele benefiting from the service. The income generated could be used to defray operating costs or for other program purposes, in accordance with the applicable program and administrative rules.

#### **Programs Covered:**

The following Federal programs generally allow program funds to be used for transportation services. Nevertheless, you should still check with your program liaison as needed, to determine whether the particular service you would like to provide would be an allowable use of funds. For example, under HUD's Community Block Grant Program, funds may be used to pay for certain transportation services (e.g., fares), but not others (e.g., personal auto repair costs or personal auto insurance).

#### **Department of Transportation**

DOT/Federal Transit Administration (FTA)/Capital Improvement  
 DOT/FTA/Elderly and Persons with Disabilities  
 DOT/FTA/Job Access Reverse Commute  
 DOT/FTA/New Freedom  
 DOT/FTA/Non Urbanized Formula (Rural)  
 DOT/Urbanized Formula

#### ***Department of Education***

ED/Assistance for Education of All Children with Disabilities (Individuals with Disabilities Education Act)

## ***Department of Health and Human Services - Administration for Children and Families (ACF)***

HHS - ACF/Community Services Block Grant Program  
HHS - ACF/Head Start  
HHS - ACF/Social Services Block Grants  
HHS - ACF/State Councils on Developmental Disabilities and Protection & Advocacy Systems  
HHS - ACF/Temporary Assistance for Needy Families  
HHS – ACF/Promoting Safe and Stable Families Program  
HHS – ACF/Development Disabilities Project of National Significance  
HHS – ACF/Refugee and Entrant Assistance Discretionary Grants  
HHS – ACF/Refugee and Entrant Assistance State Administered Programs  
HHS – ACF/Refugee and Entrant Assistance Targeted Assistance  
HHS – ACF/Refugee and Entrant Assistance Voluntary Agency Programs

## **HHS-Administration on Aging**

HHS – Administration on Aging (AOA)/Grants for Supportive Services and Senior Centers  
HHS - AOA/Programs for American Indian, Alaskan Native, and Native Hawaiian Elders

## **HHS - Centers for Medicare and Medicaid (CMS)**

HHS - CMS/Medicaid  
HHS – CMS/State Children's Health Insurance Program

## ***HHS - Health Resources and Services Administration (HRSA)***

HHS - HRSA/ Community Health Centers  
HHS - HRSA/Healthy Communities Program  
HHS - HRSA/HIV Care Formula  
HHS - HRSA/Rural Health Care Network  
HHS – HRSA/Rural Health Care Outreach Program  
HHS – HRSA/Healthy Start Initiative  
HHS – HRSA/Maternal and Child Services Grants  
HHS – HRSA/Ryan White CARE Act Programs

## **HHS - Substance Abuse Mental Health Services Administration (SAMHSA)**

HHS - SAMHSA/ Community Mental Health Services Block Grant

## ***Department of Housing and Urban Development (HUD), Office of Community Planning and Development (OCPD)***

HUD - OCPD/Community Development Block Grant  
HUD - OCPD/ Housing Opportunities for Persons with AIDS  
HUD - OCPD/Supportive Housing Program

***\* Any other Federal program that allows funds to be used for transportation services.***

## ATTACHMENT II – “Department of Social Services Transportation Plan”

### FRANKLIN COUNTY DEPARTMENT OF SOCIAL SERVICES (FCDSS)

#### MEDICAL TRANSPORTATION PLAN

January 1, 2007

1. All requests for medical transportation reimbursement must be prior approved by the local DSS district and will be available only for travel to and from providers which can be paid under the Medical Assistance (MA) program (Title 19), except emergency care.
2. An Authorization – voucher for Medical, Travel, and Incidental Expenses (Form DSS-1348, copy attached) will be issued to clients as FCDSS's prior approval. These forms must be signed by the physician or provider and returned to FCDSS to receive reimbursement.
3. Reimbursement for travel in excess of 25 miles from where the recipient resides must have a written referral from a local physician before prior approval is given. The referring physician will be requested to provide necessary information as to why the medical service is necessary. Any request may be brought to the attention of the FCDSS Medical Director.
4. Recipients must provide written proof of medical appointment on date and place transportation is requested before payment is made.
5. If FCDSS finds it necessary to verify ownership of private auto, this may be done through the Department of Motor Vehicles.
6. If false information is provided to the agency to obtain medical transportation reimbursement it will be considered fraud and it will be referred for further investigation.
7. Referrals from local physicians will be kept on file for audit purposes for up to one year at which time they will be destroyed. These referrals must be issued after four months for habitual users and six months for serious diagnosis.
8. Rates will be paid as per attached fee schedule as established by Social Service Regulation 505.10(3). Rates for vendors will be established after pertinent cost data is received by FCDSS.
9. Motel and restaurant meal charges will not be reimbursed when other arrangements for recipient can be made. Hospital dining rooms utilized and lodging in a not-for-profit facility such as Ronald McDonald House are examples as described above.

**FRANKLIN COUNTY DEPARTMENT OF SOCIAL SERVICES  
(FCDSS)  
MEDICAL TRANSPORTATION PLAN**

10. A doctor's order must be on file to utilize ambulance or ambulate service. This order is written after the local doctor assesses the patient's capabilities As to which mode of transportation is essential. It is appropriate for FCDSS staff to question recommendation of ambulate service or may refer this determination to the FCDSS Medical Director.
11. Star Drivers, known as volunteer drivers, must be DSS approved, provide a valid drivers license, valid car insurance coverage, and hours of availability. This will be checked with motor vehicles records quarterly.
12. Star drivers transporting recipients residing in the Star Driver dwelling will receive \$.10 per mile.
13. Denials for medical transportation are given in the same mode of communication as the request was made. As most requests are via telephone or verbally in person, denials for reimbursement will be given in the same manner. FCDSS-"Dear Recipient" letter (copy attached) explains the transportation policy and informs the client of their right to the fair hearing process.

**TRANSPORTATION FOR MEDICAL CARE**

Dear Medicaid Recipient:

If you are in receipt of Medicaid, Federal regulation (42 CFR 431.53) requires that you be assured of necessary transportation to and from providers of medical care and services, which are covered under the states Medicaid programs. Assuring transportation does not necessarily mean payment for transportation.

If a recipient has reasonable access to the mode of transportation they generally use for their daily activities (such as shopping, worship services, etc.), it is understood that this mode should be used to travel to medical appointments. Reimbursement for this mode of travel does not necessarily have to be made.

Prior approval must be requested at least three days before the medical appointment except in the case of a medical emergency.

A referral from your local physician is needed if you require medical services that are not available within our area of your request can be reviewed by the Franklin County Medical Director to decide if reimbursement is appropriate and necessary.

For more information contact the medical transportation worker at 518-481-1860.

If you are not satisfied with any decision made by our agency, you may request a conference with the supervisor of medical transportation that authorizes transportation requests.

You may request a fair hearing if you feel that the local district is not adhering to established policies and regulations.

**LOCAL DISTRICT TRANSPORTATION PLANS  
IMPLEMENTATION OF 505.10**

**REGUALTORY FACTORS**

1. Utilize least expensive mode of transportation appropriate.
2. Recipient must use the method of transportation he/she uses for ADL's if available and accessible.
3. Distance, frequency, severity of illness, and financial hardship can be considered.
4. Transportation can be provided/reimbursed only to a Medical Assistance (MA) reimbursable service.

**ESTABLISH GEOGRAPHIC PARAMETERS**

1. Designate a common medical marketing area.
2. Establish a transportation corridor.
3. Designate a maximum travel access distance for recipients.

**MEDICAL DOCUMENTATION REQUIREMENTS**

1. Any transportation request must have a physician's statement of medical need.
2. Require medical documentation for any transportation above mass transit.
3. Medical documentation required for any out of area transport (out of area transports require the service not be available within the county.)
4. Medical documentation can be required to verify:
  - a. that the medical service is necessary;
  - b. whether the service is available or not available within the county;
  - c. what mode of transport is being requested;
  - d. why this mode is being ordered.

*Continued FCDSS Medical Transportation Plan*  
**FRANKLIN COUNTY D.S.S.**  
**FEE SCHEDULE FOR MEDICAL TRANSPORTATION**

**All medical transportation must be prior approved by Franklin County DSS**

**Ambulance**

|                                                      |          |
|------------------------------------------------------|----------|
| Basic Life Support One Way (Day Rate)                | \$100.00 |
| Loaded Mileage Outside Village of Malone             | \$ 3.00  |
| Oxygen – Outside Village of Malone)                  | \$ 16.00 |
| Add On Service Per Hour                              | \$ 45.00 |
| Advanced Life Support (Day Rate)                     | \$190.00 |
| Advanced Life Support (evenings, weekends, holidays) | \$200.00 |

**Ambulette**

|                           |          |
|---------------------------|----------|
| Base Rate – One Way       | \$ 45.00 |
| Loaded Mileage            | \$ 1.75  |
| Each Additional Passenger | \$ 10.00 |
| Add On Service Per Hour   | \$ 40.00 |

**Air Ambulance**

**North Country Helicopter (01686355) 315-639-4950**

|                                                                   |          |
|-------------------------------------------------------------------|----------|
| Helicopter – Rate is paid per schedule of originating county      |          |
| Helicopter – Clinton & St. Lawrence County – Liftoff              | \$200.00 |
| Helicopter – Clinton & St. Lawrence County – Loaded<br>Per Minute | \$ 15.00 |

**Air Response, Inc. (011-34472) 315-993-4153**

|                                    |            |
|------------------------------------|------------|
| Fixed Wing Plane – Liftoff         | \$1,900.00 |
| Fixed Wing Plane-Loaded Per Mile   | \$ 6.50    |
| Ambulance From Airport to Hospital | \$ 400.00  |

**Star Driver & Attendants Fees**

|                                                    |          |
|----------------------------------------------------|----------|
| Rate Per Mile                                      | \$ .37   |
| Local Trips (Including Special Handling) Flat Rate | \$ 10.00 |

**Per Mile Rate is the same rate County Employees receive.**

**Recipient Reimbursement**

|                                                                                                                 |                 |
|-----------------------------------------------------------------------------------------------------------------|-----------------|
| Recipients residing in the same dwelling that have some form of transportation or if they own their own vehicle | \$ .10 per mile |
|-----------------------------------------------------------------------------------------------------------------|-----------------|

**Other Methods**

Taxi, buses and other means of transportation can be used only if it is the most economical means and is prior approved by Franklin County D.S.S. Clients must pay for the transportation and provide the receipt to Franklin County D.S. S. Taxi within the Malone limits is \$3.50.

**Dialysis, TBI & Exceptions**

|                                               |                                               |
|-----------------------------------------------|-----------------------------------------------|
| NSBH classes not available in Franklin County | Varied<br>flat rate                           |
| Put out to bid                                | (depending on Program<br>duration of service) |